

## Sole Source Procurement Instructions

Department: ECC

Date: 9/23/2016

Vendor: Quality Up Time Services (Previously Precision Power)

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

UPS powering all ECC mission critical equipment. Must have trained-factory personnel to support the equipment.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

Sole regional authorized manufacturer representative to support UPS equipment.

3. Explain why the price is considered reasonable.

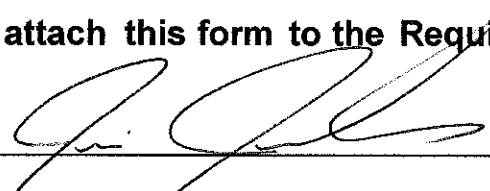
Batteries recommended by the manufacturer are not available locally. Cost is 20% less than previous battery replacement charge in 2009.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

None, Vendor is the factory-certified service rep for this area.

**Please attach this form to the Requisition and forward to Purchasing.**

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

9/23/16